

**Bungay Neighbourhood Planning Group
Minutes**

Date: 19.9.2018

Time: 7.00 pm

Place: The Fleece Inn, Bungay

Present: Ken Lodge (Chair), John Adams, Sue Collins, Karen Lodge, Jesse Timberlake, Peter Jackson, Gilly Shiner, Tony Dawes

Minutes

1.0 Apologies were received from Bob Prior, Guy Bradley, Elizabeth Cawood and Nicholas Usherwood. Dave O'Neill did not attend.

1.1 Minutes from 20.6.2018

were signed at the informal meeting on 18.7.2018 and formally agreed.

1.2 Matters arising

All matters arising from 20.6.2018 have been done.

2.0 Statements from the Chair

2.1 KL reported that there had been no response from Patrick Slater to JA's letter.

2.2 KL reported that the budget for NDP work had been agreed by the Council as follows:

£8,160 from Locality

£3,988 from BTC seed-funding

£1,000 available to be drawn down from WDC

Total: £13,148

There will be three separate lines under the NDP entry of the BTC budget.

It was proposed that we use up the WDC £1,000 first and then use the Locality funding. This could save BTC some money.

2.3 KL pointed out that the Group was in breach of its own terms of reference in that at present there were more than three town councillors in the Officers' Group. JA offered to come off and it was suggested that the Chair speak to BP about doing the same. This would reduce the number of councillors to three. GS and KFL offered to share the remaining place as community representatives to cover meetings when either was available.

3.0 There was a general discussion of the proposed revised timeline from MT.

(i) It was suggested, in the first instance, to shift everything one month later, so that we aim for the following:

Late October to end-November 2018 - finish drafting the pre-submission policies and supporting text.

December 2018 - arrange and publicize pre-submission consultation.

Mid-January 2018 to end-February 2019 - carry out pre-submission consultation.

March 2019 - decide on changes to policies as a result of consultation feedback.

April 2019 - prepare submission version of the plan.

Action: KL to send the timeline to Chris Sadler, so he can prepare his communication work; KL to contact Hilary Hanslip and Sam Hubbard of WDC to advise them that we wish to submit the NDP for examination and referendum in May/June 2019, to find out if this will fit WDC's schedule.

(ii) SC reported on the discussions she and GB have had recently with Locality and Aecom, the providers of technical support for NDP Groups. We are looking to have further information from Aecom regarding three areas of support.

- (i) a Housing Needs Assessment for Bungay;
- (ii) design codes for new developments, including Building for Life criteria;
- (iii) a SEA for site 209 covering flood risk and green space issues.

SC reported that she and GB had submitted a pack to Aecom last Monday (17.9.2018). The draft policies, which have now been sent round, can be sent to Aecom, if need be. It is hoped we can get all three areas of support as one package rather than having to apply for all three separately.

Action: KL to send round to all members the most recent versions of the text available. [Done]

KL to find out from MT whether a call for sites is necessary in relation to site 209.

(iii) It was agreed that the Group should ask MT to bring the draft documents together and provide the necessary links to national and district policies.

Action: KL to contact MT and send him the draft policy documents.

It was further agreed that all members of the Group should comment on the draft policies as they stand at present.

Action: comments to be made by one subgroup on another's text as per the schedule already sent round by e-mail and all subgroups to comment on Housing and the Introduction. Comments to be returned to KL by October 15th. KL then to send comments to the relevant subgroup members.

Action: TD to check and update subgroup e-mail lists.